

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400, BOX 1000
APO AE 09128

STAFF MEMORANDUM
NUMBER 5-1

27 October 1997

ADMINISTRATIVE MATTERS

Commercial Publications

1. **Summary.** This Staff Memorandum establishes policy and procedures for ordering, distributing and paying for commercial publications within HQ, USEUCOM.
2. **Applicability.** This Staff Memorandum only applies to HQ, USEUCOM directorates and staff offices.
3. **Internal Control Systems.** This Staff Memorandum contains no internal control provisions and is subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.
4. **Suggested Improvements.** The proponent for this Staff Memorandum is the Support Services Branch, Adjutant General Division, Manpower, Personnel and Administration Directorate. Suggested improvements should be forwarded to HQ USEUCOM, ATTN: ECJ1-AA, Unit 30400, Box 1000, APO AE 09128.
5. **Explanation of Terms.**
 - a. **Commercial Publication.** Any publication whose content may be of significant interest to the military for informational, recreational or other purposes, but which attracts a wide and diverse readership. These publications may appear at intervals, e.g, daily, weekly, bi-weekly, monthly, bi-monthly, quarterly, semi-annually, etc. Normally, each issue contains separate articles, such as stories and features plus photographs or pictures. These publications include newspapers, magazines, journals, proceedings, transactions, newsletters, pamphlets, etc. They may be published by commercial, non-profit, not-for-profit, or government sources and may be available on subscription, either without charge or for a specified price.
 - b. **On-line Access.** Any service that provides copies, extracts, abstracts, lists, bibliographies, literature searches, etc., of the contents of periodicals, catalogs, libraries, central data files, etc., by means of computer terminals. Some on-line services are listed at Appendix D.
 - c. **Subscription.** A contract between a periodical source (publisher, agent, etc.) and a DoD agency for providing a publication to the agency for a specified period of time at either a specified cost or no cost to the agency. Some subscriptions can be obtained on-line.
 - d. **Staff Office.** For the purposes of this Staff memorandum, Staff Offices are elements of HQ, USEUCOM that are not Directorates; e.g., ECIG, ECPA, ECMD, ECCS-AS, etc. Divisions or Branches of a directorate are not considered staff offices.

6. Responsibilities.

a. The Director for Manpower, Personnel and Administration (ECJ1) exercises supervision over the HQ, USEUCOM Commercial Publications Program.

b. The Chief, Support Services Branch, Adjutant General Division, Manpower, Personnel and Administration Directorate (ECJ1-A) is designated the HQ, USEUCOM Commercial Publications Manager. The responsibilities of the Commercial Publications Manager are:

(1) Consolidate all requests for commercial publications that are obtained from the European Stars & Stripes and contract for their delivery.

(2) Obtain and distribute, or make other delivery arrangements for, commercial publications that are obtained via the ECJ1-A contract with the European Stars & Stripes.

(3) ECJ1-A is responsible for arranging timely delivery of commercial publications obtained through contract with Stars & Stripes (See Appendix A). However, ECJ1-A is not responsible for late or non-receipt of publications. Stars & Stripes sub-contracts for delivery and late or non-receipt must be immediately reported to ECJS. ECJS or PSD guards on duty in the HQ, USEUCOM Command building will receipt for all newspapers delivered. It is during this signing process that missing or late newspapers will be addressed.

c. Directorates/Staff Offices will:

(1) Obtain and distribute, or make other delivery arrangements for, commercial publications that are obtained using the directorate/staff office IMPAC or obtained by a directorate/staff office contract. Commercial publications normally available using the IMPAC can be obtained from AAFES Bookmark (See Appendix B), EBSCO Subscription Services (See Appendix C), directly from the publisher or through on-line services. Appendixes A, B, C & D are not the only sources of commercial publications; they are simply the ones HQ, USEUCOM has used in the past. Commercial publications listed in Appendix A are also available through AAFES Bookmark.

(2) Submit requests for all commercial publications listed in Appendix A to ECJ1-A for consolidation and contracting. ECJ1-A will request your requirements and requests will include:

(a) Name and quantity of commercial publication.

(b) Supplier of publication.

(c) Cost of publication (daily, weekly, monthly, yearly or one time purchase).

(d) Fund cite, certified by directorate/staff office Budget Analyst, which covers the cost of the requested publications.

(e) Directorate/Staff Office Point of Contact.

(3) Submit requests for contracts for publications that are not available using the IMPAC or via the Stars & Stripes contract to the 6th Area Support Group Directorate of Logistics.

(4) Immediately notify the supplier of non-receipt of commercial publications that are obtained using the IMPAC.

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(5) Maintain a written or recorded transaction of all approved orders for paid publication subscriptions to provide a clear audit trail.

7. General Policies.

a. Prior to subscribing to any commercial publication requesters should check with the Patch Barracks Library. If the desired publication is available at the Patch Barracks Library, then consideration should be given to using the library copy instead of obtaining another subscription.

b. Savings associated with multiple-year subscriptions, introductory and gift offers, continuation service and on-line procurement shall be actively sought when consistent with the Federal Acquisition Regulation (FAR).

c. Publication subscriptions paid from appropriated funds for dayrooms, waiting rooms and Distinguished/VIP lounges will be held to a minimum.

d. The use of on-line access to both commercial and government central data files, the use of commercial and government clearinghouses and the shared use of resources of government and civilian libraries and information centers will be strongly encouraged as much as possible.

e. Commercial publications normally available through Stars & Stripes are shown at Appendix A and will be obtained by contract by ECJ1-A.

f. Commercial publications normally available through AAFES Bookmark are shown at Appendix B and can be obtained by use of the IMPAC from AAFES Bookmark or through other sources.

g. Commercial publications normally available through EBSCO Subscription Services are shown at Appendix C and can be obtained by use of the IMPAC or through other sources.

h. Directorates/Staff Offices are responsible for pick-up and/or arranging delivery of commercial publications obtained using the IMPAC or through other sources.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

DAVID L. BENTON III
Lieutenant General, USA
Chief of Staff

SUSAN M. MEYER
LTC, USA
Adjutant General

DISTRIBUTION:

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APPENDIXES:

- A - Commercial Publications Normally Available through European Stars and Stripes
- B - Commercial Publications Normally Available through AAFES BOOKMARK
- C - Commercial Publications Normally Available through EBSCO Subscription Services
- D - Ordering On-Line Publications

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APPENDIX A

Commercial Publications Normally Available
through European Stars and Stripes

1. STARS & STRIPES NEWSPAPER
2. INTERNATIONAL HERALD TRIBUNE
3. USA TODAY
4. WALL STREET JOURNAL

APPENDIX B

Commercial Publications Normally Available
through AAFES BOOKMARK

1. AIR FORCE TIMES
2. ARMY TIMES
3. AVIATION WEEK & SPACE TECHNOLOGY
4. ECONOMIST
- 5.. INTERNATIONAL HERALD TRIBUNE
6. NAVY TIMES
7. NEWSWEEK
8. STARS & STRIPES NEWSPAPER
9. US NEWS & WORLD REPORT
10. USA TODAY
11. WALL STREET JOURNAL

APPENDIX C

Commercial Publications Normally Available
through EBSCO Subscription Services

1. AIR FORCE MAGAZINE
2. ARMED FORCES JOURNAL INTERNATIONAL
3. ARMY COMMUNICATOR
4. AUSSEN POLITIK
5. BACKGROUND NOTES ON COUNTRIES OF THE WORLD
6. BUSINESS CENTRAL EUROPE
7. CHIPS
8. INTERNATIONAL SECURITY
9. JANES DEFENSE WEEKLY
10. JEPPESON EUROPE FLIGHT PLANNING CHART FOR EUROPE, MIDDLE
EAST AND AFRICA
11. JERUSALEM POST INTERNATIONAL EDITION
12. JOURNAL OF INFORMATION SYSTEMS MANAGEMENT
13. MAJALLAT SHNUN AL-SHARQ AL-AWSAT
14. MIDDLE EAST POLICY
15. MILITARY INTELLIGENCE
16. MILITARY REVIEW
17. NATIONAL DEFENSE
18. NATO'S SIXTEEN NATIONS
19. OFFICIAL AIRLINE GUIDE
20. PARAMETERS
21. PC MAGAZINE

APPENDIX C

Commercial Publications Normally Available
through EBSCO Subscription Services
(Cont)

- 22. POLITICAL SCIENCE QUARTERLY
- 23. PRAGUE POST
- 24. PROCEEDINGS OF U.S. NAVAL INSTITUTE
- 25. SIGNAL
- 26. STRATEGIC REVIEW
- 27. TIMES EDUCATIONAL SUPPLEMENT
- 28. WASHINGTON POST NATIONAL
- 29. WORLD ALMANAC & BOOK OF FACTS
- 30. WORLD POLITICS

EBSCO Federal Government Division
6800 Versar Center
Springfield, VA 22151-4148
PHONE: 703-750-8283 or 800-368-3290
FAX: 703-750-2442
POC: Karen Smith
EMAIL: Ksmith%ess-dc@iss.ebsco.com

APPENDIX D

Ordering On-Line Publications

Some commercial publications are available for ordering on-line or for viewing on-line via the INTERNET. Listed below are some INTERNET web sites for obtaining commercial publications.

AIR FORCE TIMES = <http://www.airforcetimes.com/Register.htm>

ARMY TIMES = <http://www.armytimes.com/Register.htm>

AVIATION WEEK &
SPACE TECHNOLOGY <http://www.aviationweek.com/subscrip/>

ECONOMIST = <http://www.economist.com/>

NAVY TIMES = <http://www.navytimes.com/Register.htm>

US NEWS & WORLD
REPORT = <http://www.usnews.com/usnews/usinfo/order.htm>